



**VIRGINIA DEPARTMENT OF HOUSING
AND COMMUNITY DEVELOPMENT**
Partners for Better Communities

Internship Opportunity

Community Development Administrator

This short-term internship position (between 4 to 12 months) is ideally suited for an undergraduate or graduate student seeking experience in public administration or the community development field.

Location: Virginia Main Street (VMS)
Department of Housing & Community Development
501 N. Second Street
Richmond, VA 23219

Salary: Unpaid with a flexible schedule (approximately 10 – 15 hours a week)

Please submit a resume with a cover letter by Friday, September 19, 2008 (late submissions will not be accepted).

Duties and Responsibilities:

The Intern will provide technical assistance to Virginia communities interested in downtown revitalization assistance; assist in the development of related podcasts and training presentations; compile information for the monthly newsletter; maintain and monitor the VMS calendar of events; and prepare training materials and provide on-site assistance at training events statewide.

Qualifications:

A Graduate student preferred with a minimum of a 3.0 GPA on a 4.0 scale. Applicants must have strong organizational and customer service skills, and the ability to work independently, as well as in a team setting. Applicants should have basic knowledge of downtown redevelopment techniques; excellent verbal and written communication skills; and experience with Word, PowerPoint and Photoshop software. The candidate should have strong research and editing abilities.

To Apply:

Please submit a resume listing relevant education and/or experience, and transcripts* (unofficial transcripts are acceptable) to the address below:

Tracy Smithers
Human Resource Manager
501 N. Second Street
Richmond, VA 23219
tracy.smithers@dhcd.virginia.gov

Questions?

Contact Tracy Smithers tracy.smithers@dhcd.virginia.gov or 804-371-7004.

*Official transcripts may be required if selected for the position.